

CONFIDENTIAL
SECURITY INFORMATION

29 November 1951

MEMORANDUM FOR: Office of Chief, Fiscal Division
 Chief, Accounting Branch
 Chief, Claims Branch
 Chief, Travel Branch
 Chief, Payroll Branch
 Chief, Fiscal Processing Branch

FROM: Chief, Fiscal Division

SUBJECT: Overtime and Holiday Work

1. Effective 9 December 1951, and until further notice, the maximum number of hours overtime work this Division will recommend for approval under the provisions of [] will be restricted to eight hours per person per pay period. Each unit may request overtime authority on a blanket basis for a particular pay period, the total number of hours requested not to exceed the result of the number of employees in the unit multiplied by eight. The control will be on the total number of hours worked in each unit, not the number of hours worked by each employee. In other words, if one employee does not work overtime another in the same unit may work up to sixteen hours overtime.

2. No request for holiday work will be recommended for approval until further notice.

3. For the present, the Payroll Branch is excluded from the restrictions contained in the foregoing paragraphs.

4. [] stipulates that overtime will not be authorized except in those cases essential to meet emergency requirements, where normal working hours are insufficient, and that it shall be kept to a minimum throughout the Agency. Therefore, the restrictions contained in the preceding paragraphs contemplate the maximum overtime work for the Division and every effort should be made to reduce such work to a minimum.

5. As heretofore, the Administrative Assistant, Fiscal Division, shall be advised by each Branch chief, before the close of business on the Friday immediately preceding a pay period, of the total number of hours involved if overtime authority is desired.

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